

I. Reports Production and Evaluation

- A. Check "Reports Log" to ascertain sources used, per month, in preparing the total number of monthly reports, for last three calendar months: total number and distribution per officer.
- B. Do your requests for requirements result in satisfactory cases?
- C. In your opinion, are your best reports the result of directed interview from Headquarters or locally-devised and handled cases?
- D. How satisfactory do you find present case requirements forwarded from Headquarters?
 - 1. Are they usually within the source's competency?
 - 2. Are they prepared in understandable fashion?
 - 3. Are they current?
- E. Do sufficient numbers of your reports get evaluation which are forwarded to you to enable you to judge the worthwhileness of your sources?

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- A. What is major type request for overt support - graphics materials, periodicals, maps, institutional reference works, etc.?
- B. What unit of the DD/I complex seems to originate most cases handled by your office?

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- C. Does there appear to be any duplications in requests for overt support received by your office, or a more logical source for the material, e.g. another U.S. Government Agency, etc.?

IV. Liaison

Give indication of relationships and frequency of contact with local units of:

1. U.S. Army - G-2
2. U.S. Navy - ONI
3. U.S. Air Force - A-2
4. Department of Justice - FBI
5. Department of Justice - Immigration and Naturalization
6. Other Federal or local agencies of an intelligence or law enforcement nature

V. Alien Exploitation

- A. What percentage of time is spent on alien exploitation?
- B. Is the alien potential in the area covered?
- C. Does the office have the language ability to cover aliens?

VI. Coverage of Area

- A. How completely are all sources of foreign intelligence information covered?
- B. Are relations with all contacts good? If not, why not?

VII. Administration

- A. Are requests for administrative support expeditiously handled for you by Headquarters, or at least status reports rendered, e.g. personnel actions, requests for supplies, etc.
- B. Do you regularly receive Agency regulations?
- C. For those offices having assigned Government vehicles:
 1. Mileage run on each vehicle for last three months
 2. Are any cars frequently garaged overnight at a staff member's home?

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3. In opinion of office chief, is it more feasible from both an economical and operational point-of-view to use Government vehicles than private cars with reimbursement?
- D. Is there sufficient travel to and contact in any city in your geographic area to justify the establishment of a resident agency?
- E. Do you have sufficient visits from Headquarter's personnel to keep you currently posted on Headquarters thinking? Do you have an excess of "visiting firemen?"
- F. Physical security
- G. Location and appearance.

VIII. Personnel